

# STEM SCALE-UP PROGRAM Online Application Management System

## Help Guide: Educator Application

### Sending Email Reminders



GOVERNOR'S STEM ADVISORY COUNCIL  
dedicated to building a strong STEM education foundation for all Iowans

If an administrator or instructor has not approved the application, the applicant may send an email reminder by clicking on the **Send Reminder** button.

Scale Up Application: Name of Scale-Up Program

Download Application

#### Application Approvals

| Approver | Approver Type | Response | Response Date |               |
|----------|---------------|----------|---------------|---------------|
| Jack Doe | Lead Admin    |          |               | Send Reminder |

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Scale Up Application: Name of Scale-Up Program

Download Application

#### Application Approvals

| Approver      | Approver Type | Response | Response Date      |      |
|---------------|---------------|----------|--------------------|------|
| Admin Name    | Lead Admin    | APPROVE  | 11/14/2017 1:29 PM | View |
| Educator Name | Educator      | APPROVE  | 11/14/2017 1:33 PM | View |
| Educator Name | Educator      | APPROVE  | 11/14/2017 1:34 PM | View |
| Educator Name | Educator      | APPROVE  | 11/14/2017 1:37 PM | View |

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The screen shot to the left indicates the administrator and all of the educators have approved the application.

Click **View** and the screen shot below will appear.

